

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: February 11, 2009

PERSONNEL LETTER #09-007  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Don Scheppmann, Chief  
Personnel/Payroll Services DivisionRE: **FURLOUGH PROGRAM – ADDENDUM #2**

To date, the State Controller's Office has performed two employment history (EH) mass update processes to add the negative furlough pay differential earnings identifiers (EIDs) to the EH records of employees subject to the furlough program. See Personnel Letters #09-005 and #09-006 for the information regarding the previous EH updates. Also, reference the DPA Personnel Management Liaisons (PML) Memorandum 2009-007, DPA Pay Letters 09-02 and 09-02A, Exempt Pay Differential Furlough Hours Program, and Statutory Exempt Pay Differential Furlough Hours Program for details on the furlough program. The exempt pay differential documents should be available from the DPA Exempt Salary Schedule.

Tonight, February 13, 2009, an EH mass update process will begin for the last remaining group of employees. This group consists of the employees who have three established earnings on their EH record. Any PAR transactions that were held per Personnel Letter #09-004 for the employees in tonight's EH mass update process can be processed beginning Saturday, February 14, 2009.

#### EH MASS UPDATE INFORMATION

The applicable furlough pay differential EID identified in the DPA pay differential specifications will be posted to the EH records with an effective date of January 30, 2009 (the beginning of the February 2009 pay period). The EH 350 transaction will be used to add the furlough pay differential EID to the affected employee EH records. Turnaround PARs will be issued from the mass update process and released on a flow basis.

The furlough pay differential EIDs are negative percentage based EIDs that reduce the base pay. However, the resulting furlough pay differential amount will not display with a negative sign on the EH record or turnaround PARs. Further, percentage based EID's are rounded to the nearest cent hence, the resulting furlough program pay reduction amount can contain cents.

In addition to adding the appropriate furlough pay differential EID, the update process will either delete one of the three established earnings or combine two of the established earnings into one new combined established earnings per DPA Pay Letter 09-02. For the former group, departments will be provided a ViewDirect report of the employees and their established earnings that was deleted. A subsequent Personnel Letter will be issued upon availability of the report.

## FURLOUGH PROCEDURES

The employment history and payroll processing information/instructions for the furlough program are attached to Personnel Letter #09-006. A California Leave Accounting Letter will be issued with information/instructions on the furlough program as well. It is very critical that the furlough procedures are carefully reviewed to ensure that employees are paid timely and accurately. Subsequent letters will be released if any changes are made to the furlough program by DPA or clarification is needed on the furlough procedures.

## CONTACTS

Questions regarding the furlough program and EH/payroll processing information can be directed as follows:

| SUBJECT AREA   | CONTACT                              | TELEPHONE NUMBER |
|--|--------------------------------------|------------------|
| Furlough Program<br>(e.g., rules, regulations<br>benefits/pay impacts) | DPA                                  | (916) 323-3343   |
| Employment History<br>Mass Update                                      | Jenny Drennan                        | (916) 322-6515   |
| Employment History<br>PAR Procedures                                   | Personnel Operations<br>Liaison Unit | (916) 322-6500   |
| General Payroll  | Payroll Liaison Unit                 | (916) 323-3081   |
| Disability Payroll<br>Procedures                                       | Disability Telephone<br>Liaison      | (916) 322-3619   |

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